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B. FUNCTIONS

1. Budget and Fiscal Branch

- a. Prepares Office of Security budgets, and controls financial expenditures of the Office in accordance with budget allocations.
- b. Scrutinizes all financial expenditures reflected by vouchers of Office of Security personnel for correctness and appropriateness with respect to government, Agency and office regulations.
- c. Conducts periodic financial audits and property surveys of Office of Security Headquarters [REDACTED] 25X1A
- d. Controls and distributes salaries and reimbursements to Office of Security personnel and correspondents.
- e. Initiates travel orders and furnishes support in all requirements for processing Office of Security personnel for travel.

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2. Records and Services Branch

- 25X1A6a a. Maintains accountability for all property issued to the Office of Security at headquarters [REDACTED] and foreign installations.
- b. Provides advice and guidance to Office of Security components in the requisition for any service, equipment or property and scrutinizes and controls all requests for the procurement of service or property to insure their need and appropriateness.
- c. Administers, manages and supervises the utilization of Office of Security safehouses, including the maintenance of a revolving fund and the supervision of domestic help.
- d. Operates copying and duplicating facilities for special reproduction work for the Office of Security.
- e. Provides central Office of Security mail room and courier service.
- 25X1A f. Controls the Office of Security headquarters [REDACTED] 25X1A6a [REDACTED] space utilization with respect to alterations, moves and property and equipment needs.
- g. Supervises the Office of Security Records Management Program.

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B. FUNCTIONS

1. Clearance Branch

- a. Prescribes requirements for information to be collected on personnel to be employed by, assigned to, or associated with the Agency in an overt or semi covert capacity.
- b. Evaluates pertinent information regarding such persons, and either approves or recommends disapproval from a security standpoint the employment or utilization of such individuals.
- c. Performs continual research of information on persons and organizations of interest to the Agency.
- d. Maintains complete and current records and indices of security information on all but covert personnel and organizations of interest to the Agency.
- e. Reviews and approves or recommends disapproval from a security standpoint, changes in assignments of personnel between major components of the Agency or between Headquarters and overseas and requests for internal clearances, such as Top Secret Control Officer assignments and cryptographic clearance.
- f. Serves as the liaison point in the Office of Security between CIA and the Atomic Energy Commission on all matters pertaining to obtaining "Q" clearances for Agency personnel.

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2. Employee Activity Branch

a. Gives security guidance to, and exercises controls over, headquarters employees with regard to their participation in certain outside activities, such as, but not limited to, writing for publication, delivering speeches, engaging in private foreign travel, participation in litigation, social contact with aliens, training, education, etc.

b. Controls liaison with other government agencies by security-approving appropriate representatives of such agencies for contact.

c. Security monitors miscellaneous actions, [REDACTED]

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d. Replies to inquiries for information from unofficial outside sources.

e. In coordination with the Special Assistant to the DCI, monitors employee activities that may bring publicity or notoriety to the Agency.

f. Coordinates from a security point of view the Agency's Suggestion Awards Program

g. Maintains liaison with other government agencies for the exchange of personnel security information.

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h. Debriefs all overt and semi covert personnel departing for overseas assignments or terminating employment.

i. Performs support activities such as, but not limited to,

25X1A  Employees' Compensation claims and entry of aliens into CIA buildings; and conducts special security briefings.

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